

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

## National Procedure Checklist No. 2513

### Field Office Distribution

Notices are available on the Internet at <http://www.fsa.usda.gov/notices>. Handbooks are available on the Electronic Distribution Handbook and Notice Print Files page at [http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds\\_index.htm](http://fsaintranet.sc.egov.usda.gov/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Management Analysis and Directives Section at 202-690-0594.

### National Office Distribution

Notices are available on the Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/fsa/>.

### Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1603 9-3-14	Preparing FY 2015 State Strategic Outreach Plans (SOP's)	State and County Offices
AO-1604 9-3-14	FY-End Outreach Tracking and Information System (OTIS) Closeout	State Offices and Service Centers
AO-1605 8-29-14	Mandatory Annual Civil Rights Training for FY 2014	FSA Employees
APP-65 9-4-14	Dispute Resolution Activity for FY 2014	FSA Offices
ARCPLC-9 9-5-14	National Farm Bill Training for Agricultural Risk Coverage (ARC) and Price Loss Coverage (PLC) Programs	State and County Offices
DAP-331 9-4-14	Close-Out of Disaster Report Options on System 36	State Offices and Service Centers
FI-3212 9-3-14	FY-End 2014 Procedures for PLCE Activity	State and County Offices
INFO-65 9-5-14	FOIA-Capture (FOIA-CAP) and Annual FOIA Report to USDA for FY 2014	Washington, DC, and Kansas City, MO, FOIA Offices, and State and County Offices
LDAP-66 9-3-14	LFP Producer Online Self-Service and Internal FSA County Office Registers	State and County Offices

## National Procedure Checklist No. 2513 (Continued)

### Temporary Directives (Continued)

Short Reference and Effective Date	Title	For
NAP-167 9-4-14	Refunding Service Fees to SDA or Beginning Farmers (BF) for 2014 and 2015 Crop Years	State and County Offices
PL-264 9-4-14	FY 2015 Subsidiary Rollover	State and County Offices
PM-2916 9-3-14	Safety and Health Training Requirements Through AgLearn	FSA Employees

### Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
2-CP (Rev. 15) Amend. 86 9-4-14	Acreage and Compliance Determinations	State and County Offices
1-FLP (Rev. 1) Amend. 103 9-4-14	General Program Administration	State and County Offices
3-PM (Rev. 3) Amend. 23 9-4-14	Personnel Operations	FAS Including Overseas, FSA Except CO Employees, and RMA

### Procedure Notices

None.

### Obsolete Directives

None.

### Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or e-mail to [angela.coln@wdc.usda.gov](mailto:angela.coln@wdc.usda.gov).